

31 May 1960

MEMORANDUM FOR: Chief, Plans and Policy Staff

SUBJECT : New Certification of Language Proficiency: Form 1273a

REFERENCE : [REDACTED] Revised 5 May 1960

STATINTL

1. I have attached a copy of the new Form 1273a, "Certification of Language Proficiency," for your information. Beginning Wednesday, 1 June, the Office of Training will use 1273a as the application for a language award which is referred to in paragraph 2.b. [REDACTED]

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2. Each employee will be given one at the time he takes a test and will complete items 1 - 10, as required, and item 19. If he indicates in item 10 that the purpose of the test is to apply for an award, he must also complete items 12 through 18. After test scores (item 11) are recorded in the Language Testing Section, the form will be sent to the Registrar and, based on data on the certification and other information such as the applicant's previous test scores and other language awards, the Registrar will make an initial determination of eligibility, record it as item 20, and send the certification to the Secretary of the applicant's Career Board for the Board's recommendation on the award (item 21). The form will then be returned to the Registrar and, if an award is recommended, he will authorize payment. Test scores and information on the award will be transcribed to Form 1273, "Language Proficiency and Awards Data," prepared in an original and three copies. The original, signed by the Registrar, will be sent to the Comptroller and one copy sent to the Machine Records Division for inclusion of test results in the Language Qualifications Register, another to the Training Officer, and one to the employee through his supervisor. In a case where a Board disapproves an award, Form 1273 will also be used and copies forwarded.

3. For an employee who is tested to establish a level of skill only, results of the tests will be recorded on Form 1273 and disseminated accordingly. In all cases, original certifications will be retained in the Registrar's Office.

4. If you have any inquiries or recommendations on these procedures, or other matters related to the Language Development Program, call Marcella [REDACTED] Chief, Admissions and Information Branch, Registrar Staff, extension 4625, 8271, or direct them to your representative on the Committee for [REDACTED]

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Chief, Registrar Staff

Attachment: Form 1273a

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